



# State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

Date: January 26, 2006

Your Library ID Number is [ID]  
Your Password is [Number]

To: [Name of Director][, ]Director  
[Name of Library]

From: Alan Zimmerman, Consultant  
Public Library System Administration and Finance

Subject: 2005 Public Library Annual Report

Enclosed are your print copies of the 2005 Public Library Annual Report materials. The Division asks that all libraries file electronically if at all possible. **To file electronically, your library must have a PC with Internet access through Internet Explorer, and you will need to have Adobe Reader 7.0 installed.** Your library ID and numeric password (PIN) are shown at the top of this letter. Your library system has also been provided with your numeric password to assist you in completing the report. State statutes require that annual reports be filed by March 1, 2005.

To begin filling out the annual report, use Internet Explorer to access the form catalog at <http://www.wisforms.com/dpi/>. (You will probably want to bookmark this site.) Enter your ID and PIN when prompted. This year the form software was upgraded so that no form-specific download to the desktop will be needed to run this application. *If you have any problems accessing the form, please call or e-mail me as indicated at the end of this letter.*

Some sections of this year's annual report have been filled in based on information you previously provided. Please review this information carefully and make any corrections necessary. Each section of the electronic report ends with a comments page on which you may provide additional information or clarification for any data you provided for that section. These comments will print as an attachment to the annual report.

As you enter the data, some data edit checks will occur. For entries that are edit checked, you may be informed that you have provided a number that does not fall within the expected range of responses. For example, it is anticipated that the annual circulation divided by annual visits will be less than 6. If your reported annual circulation and visits work out to more than 6 circulations per visit, you will be asked whether this is what you intended to report. If you respond with a Yes, you will be asked to provide a brief explanation. If you respond with a No, you will be offered an opportunity to correct your response. These edit checks are used when your library's data is filed with the National Center for Education Statistics. Providing a brief explanation of variances will save the need for follow-up questions later.

**A summary of changes from last year's report:** Section IV, Library Governance, now includes a request for library board member e-mail addresses. The Section X question, last year's trust fund report, has been redefined to specifically request the total of any funds held by the library board that have not

been reported in a previous section of the report. Section XII, Technology and Youth Services, requests information on wireless Internet access and library computer accessibility at your library.

Included with this mailing are

- A printed copy of the 2005 Public Library Annual Report form
- Instructions and definitions for completing the annual report
- A set of technical directions, *Using the Public Library Annual Report Electronic Form*

After entering data into the report, it is necessary to click on the “Save/Return” box to send the data to your library’s server file. After completing all sections of the report, you may “Submit” your report to the Division. Submitting your report locks your report data, and you will need to contact the division if any changes are necessary.

After the annual report has been completed and submitted electronically, the library director and the library board president must sign and date a printed copy of the report. Please send two signed copies of your completed annual report (with any attachments) to your public library system. Your system will forward one copy to the Division. The required “Statement Concerning Public Library System Effectiveness” may be returned directly to the Division. This statement does not have to be filed electronically or forwarded to your public library system with your completed annual report, but must be signed and dated by the library board president. *The Public Library Annual Report and the statement of system effectiveness are reports from the library board and should therefore have been approved by the board.* A copy of the annual report must also be provided to your municipal governing board, and a copy should be retained for your library’s records.

Section XIII of the annual report is “Public Library Assurance of Compliance with System Membership Requirements.” Review the list of membership requirements and check those that are currently met by your library. Unchecked requirements (indicating noncompliance) should be brought to the attention of your system immediately. Noncomplying libraries will be expected to complete steps necessary to attain compliance with all statutory requirements as soon as possible.

The information you provide will be compiled and included in the *2005 Wisconsin Library Service Data* and the *2006 Wisconsin Public Library Directory*. Preliminary and final statistical information will be posted on the Division’s Web site. Selected information will also be transmitted to the National Center for Education Statistics, where it will be included in the national database of public library statistics.

The Public Library Annual Report form and other materials included in this mailing can be found at <http://dpi.wi.gov/pld/annrpt.html>. If you wish to contact me directly with any questions or concerns, I can be reached at (608) 266-3939 or at [alan.zimmerman@dpi.state.wi.us](mailto:alan.zimmerman@dpi.state.wi.us).